

## Event Proposal

After researching the costs, an event planner prepares a report for the client. The client needs to understand how you found the various costs. The client also has additional questions you will need to answer and explain.

**Name:**

## Eventful Day Final Report

### Question 1

Write a report to your client explaining the two packages for your scenario, the total cost of the event and the cost per person. Explain or show how you found the cost per person.

### Question 2

Your client chooses the more expensive package and thinks that a generous donor might cover 30% of the cost. How much will the donor pay? How much will your client pay? Explain or show how you found the answers.

### Question 3

With the more expensive package, the venue charges 5% gratuity for the employees who work at the event. The gratuity is based on the total cost of the event.

- a. How much will the event cost, with the gratuity included and no generous donor? Show or explain how you found your answer.

- b. With the gratuity and no generous donor, how much will the event cost per person?

### Question 4

Your client is concerned that just before the event, 20% of the people might cancel for legitimate reasons. With last-minute cancellations, the client must pay for the full cost of the event, including the meals for those who cancel. Your client says this will raise the cost per person by 20%.

Use the costs for Package A to determine if the client's claim is correct. Show your work or explain how you found the answer.

### Question 5

With the less expensive package, the charge for the facility per day (or night) will increase by \$100 if the package is chosen after a certain date.

- a. Based on the original number of people attending, how much does this increase the cost per person? Show or explain how you found your answer.

- b. What percentage of the original cost per person is your answer to part a? Show or explain how you found your answer.

### Question 6

Your client chooses the less expensive package, but the number of people attending the event has increased by 50.

- a. What is the cost per person, based on the original cost of the facility?

- b. Explain to the client what happens to the cost per person as the number of people increases. Explain or show how you know your answer is correct.